

FRANKLIN COUNTY  
DEPT of JOB and FAMILY SERVICES  
80 E. Fulton Street  
Columbus, Ohio 43215

**J O B   A N N O U N C E M E N T**

**POSITION TITLE:** IM Supervisor **PCN:** 107050

**DEPARTMENT:** Adult/Nursing Home **P. R.:** N14

**RESPONSIBILITIES:** Directly supervises Human Service Caseworkers and a word processing specialist 2. Oversee functions of word processing specialist 2, which includes answering phones and all clerical and word processing functions. Oversee functions of caseworkers, which are responsible primarily for Medicaid eligibility determination (initial and ongoing), authorization of Medicaid vendor payments for NF, and other related functions in the Nursing Home Units. This supervisor may have limited responsibility to manage other program cases (OWF, FS, and DA). Assist in eligibility determinations involving complex financial circumstances, unusual situations, spousal impoverishment rules, improper resource transfers, or application of complex rules. Assist in interpreting new and existing regulations in the Ohio Public Assistance Manual, the Long Term Care Handbook, and various other governmental or agency policies. Set work expectation guidelines and evaluates both individual performance and overall unit production on an ongoing basis. Provide initial and ongoing training to caseworkers on all aspects of the job; including the Nursing Homes and M.R.D.D. vendor payments. Monitor the work of caseworkers through periodic case review and review of CRIS-E screens and vendor payment records. Assign cases, nursing homes, and specific tasks. Complete semi-annual performance appraisals of assigned staff.

Monitor unit functioning and recommends changes as appropriate. Initiate and re-evaluate unit policies and procedures to improve efficiency and production levels and to maintain appropriate information flow and communication with nursing homes. Prepare reports and data analysis, as necessary. Interview and selects workers for vacant positions. Hold unit meetings, individual conferences, attend meetings and training sessions. Works closely with other Nursing Home Supervisor to maintain consistency in rule application and work standards.

Answer inquiries from other agency employees, applicants, PIPs, families, general public, community organizations and government agencies regarding Medicaid and Nursing Home guidelines. Provide referrals to other community resources as appropriate. Review and respond to complaints from customers about services received from caseworkers and/or clerical staff.

**MINIMUM QUALIFICATIONS:** 12 months experience as Income Maintenance Worker 3, 17223, or 18 months experience as Income Maintenance Worker 2, 17222; or 12 month experience in determining initial and on-going eligibility of clients for all federally funded public assistance programs. **Preferred qualifications:** 12 months experience as a Human Services Caseworker or Job Opportunities Counselor/TCM Worker.

**STARTING SALARY:** \$22.02 per hour/180day probationary period.

**DATE POSTED:** Thursday, September 24, 2009

**DEADLINE TO APPLY:** Wednesday, October 07, 2009 at 5:00 p.m.

If interested, please go to [www.franklincountyohio.gov/Commissioners/hr](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.

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